

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 180  
NOVEMBER 21, 2012 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, November 21, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair                      **Staff:** Pam Dill  
   Kelly Emerson, Member  
   Angie Homola, Member

**Staff Present:** Bill Oakes, Director, Devin Joslin, Steve Marx

**Others Present:** Elaine Marlow, Budget Director

Record @00:02

**Roads**

**Subject/Description:** Bid Award – UPS Installation & Left-Turn Phasing Modifications (CRP11-01)

**Attachment:** Memo, Award Recommendation & Bid Tabulation

**Action Requested:** Bid Award –2012 Uninterrupted Power Supply (UPS) Installation & Left Turn Phasing Modifications, CRP 11-01; Award to Sail Electric, Inc.; \$51,855.00

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Public Works**

**Subject/Description:** DEM/Hazard Mitigation Planning Grant (HMPG) E13-021

**Attachment:** Proposed Scope of Work & HMPG E13-021 Revised Agreement

**Action Requested:** Approval of Grant Agreement No. E13-021 – WA State Military Department (EMD) and Federal Emergency Management Agency (FEMA); Island County Multi-Jurisdiction Hazard Mitigation Plan. Amount: \$149,965 (\$112,474/Federal, \$18,745/State, \$18,746 Local, in-kind match)

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** DEM/Emergency Management Performance Grant (EMPG) E12-367

**Attachment:** EMPG E12-367

**Action Requested:** Approval of Grant Agreement E12-367 – Snohomish County, WA State Military Department (EMD) & US Department of Homeland Security (DHS); provide enhancement, sustainment & improvement of local emergency management programs. Amount: \$15,836.00.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** DEM/Citizen Core Program Grant (CCPG) K10-32

**Attachment:** CCPG K10-32

**Action Requested:** Approval of Grant Agreement K1032-CCP-11 – Snohomish County, WA State Military Department (EMD) & US Department of Homeland Security (DHS); provide training, planning and administrative needs for citizen preparedness and engagement. Amount: \$1,050.00.

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**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** DEM/State Homeland Security Grant E11-093; Amendment A  
**Attachment:** Grant Amendment A, E11-093

**Action Requested:** Approval of Amendment No. A/Snohomish County – Grant Agreement E11-093 – WA State Military Department (EMD) & US Department of Homeland Security (DHS), Snohomish County DEM, Island County DEM & Island County Fire Protection District #1; Time extension of grant agreement to June 30, 2013.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** DEM/State Homeland Security Grant – Interlocal Agreement w/Fire District 1/E11-093; Amendment G

**Attachment:** Grant Amendment G, E11-093

**Action Requested:** Approval of Amendment No. G/Island County – Grant Agreement E11-093 – WA State Military Department (EMD) & US Department of Homeland Security (DHS), Snohomish County DEM, Island County DEM & Island County Fire Protection District #1; Time extension of grant agreement to March 2013; no other changes.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Solid Waste**

**Subject/Description:** Solid Waste 2012 Bad Debt Write-off

**Attachment:** 2012 Uncollectible Debt Write-Off Approval

**Action Requested:** Approval of 2012 Uncollectible Debt Write-Off

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Public Works**

**Subject/Description:** Trillium Community Forest – Public Use Plan & Conservation Easement

**Attachment:** Draft Trillium Public Use Plan & Grant Deed of Conservation Easement

**Action Requested:** Approval to move forward with legal review of the Draft Trillium Public Use Plan & Grant Deed of Conservation Easement.

**Follow Up:** Okay with a majority of the Board to move forward for legal review.

**Subject/Description:** Clean Water Utility Discussion

**Attachment:** none

**Action Requested:** Approval of a resolution establishing an exemption from the Clean Water Utility system of charges for properties with an assessed value of \$3,000.00 or less.

**Follow up:** Okay with a majority of the Board to move forward with resolution.

**Add-On**

**Subject/Description:** Voucher approval

**Attachment:** none

**Action Requested:** Approval of expense voucher in the amount of \$157.61 for refreshments purchased by Donna Keller for Joint RTPO meeting held at Deception Pass State Park on October 24, 2012.

**Follow up:** Okay with full Board.

**Public Works**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 182  
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**Subject/Description:** Parks – Barnum Point Acquisition; Property Transfer Agreement

**Attachment:** Memorandum & Agreement

**Action Requested:** Approval of Barnum Point Acquisition – Property Transfer Agreement – Transfer of Barnum Point from the Nature Conservancy (TNC) to Island County.

**Follow Up:** Okay with full Board to move forward to Monday's regular agenda.

**Subject/Description:** Parks - Personnel

**Attachment:** none

**Action Requested:** Pulled

**Follow Up:**

**Human Resources**

**Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, 2012 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:31:02

**Subject/Description:** Job Requisitions

**Attachment:** none

**Action Requested:**

**Public Works**

- Maintenance Superintendent, replacement position, NR 14 #93/12  
*Commissioner Homola move to approve Job Requisition 093/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Superior Court**

- Juvenile Detention Officer, replacement position, C-9 #094/12  
*Commissioner Emerson moved to approve Job Requisition #094/12. The motion was seconded by Commissioner Homola and carried unanimously.*
- Juvenile Detention Officer on-call, on-call replacement position, NR 10 #95/12  
*Commissioner Homola moved to approve Job Requisition #095/12. The motion was seconded by Commissioner Emerson and carried unanimously.*
- Probation Counselor, replacement position, C-10 #096/12 \*
- Family & Juvenile Court Case Coordinator, replacement position, .45 FTE, NR 9 #097/12\*  
*\*Commissioner Emerson moved to approve Job Requisitions 096/12, 097/12 & 098/12. The motion was seconded by Commissioner Homola and carried unanimously.*

**Human Services**

- Receptionist, replacement position, C-6 #098/12\*

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 183  
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**Facilities**

- Acting Supervisor, out of class pay, C-11 #104/12  
*Commissioner Homola moved to approve Job Requisition 104/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Public Health/Department of Natural Resources**

- Environmental Health Specialist II, reclassification from C-10 to C-11 #101/12  
*Commissioner Homola moved to approve Job Requisition #101/12. The motion was seconded by Commissioner Emerson and carried with a vote of two in favor and one abstention.*
- Environmental Health Specialist II, reclassification from C-10 to C-11 #102/12  
*Commissioner Homola moved to approve Job Requisition 102/12. The motion was seconded by Commissioner Emerson and carried with a vote of two in favor and one abstention.*
- Public Health Nurse II, increase hours from .38 to 1.0 FTE #100/12  
*Commissioner Homola moved to approve Job Requisition 100/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Sheriff**

- Jail Corrections Officer, additional position #105/12  
*Commissioner Homola moved to approve Job Requisition 105/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Assessor**

- Administrative Assistant, temporary position extended to regular position for 2013, C-5 #099/12  
*Commissioner Homola moved to approve Job Requisition 099/12. The motion was seconded by Commissioner Emerson and carried unanimously.*

**Treasurer**

- Administrative Assistant, temporary position extended to regular position for 2013, C-6 #103/12  
*Commissioner Emerson moved to approve Job Requisition 103/12. The motion was seconded by Commissioner Homola and carried unanimously.*

**Clerk**

- Deputy Clerk 1, hours increased from .6 to 1.0 FTE #106/12  
*Commissioner Emerson moved to approve Job Requisition 106/12. The motion was seconded by Commissioner Homola and carried unanimously.*

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, November 21, 2012 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Bob Pederson, Director, Brad Johnson

**Others Present:** Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 184  
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Record @01:57

**Subject/Description:** Authorizing the Hearing Examiner to rule on variances to the State Noise Standards (WAC 173-60-080) in conjunction with Type III land use permits

**Attachment:** Draft Resolution

**Action Requested:** Approval of a resolution identifying a procedure for the Island County Hearing Examiner to receive and process noise level variance requests made under WAC 173-60-080, which would consolidate the permit process as required under RCW 36.70B.050 and .060 to provide for no more than one open record hearing and one closed record appeal.

**Follow up:** Okay with full Board to move resolution forward to a Monday meeting.

**Subject/Description:** Discussion related to ICC 16.17.140, Amendments to a Planned Residential Development

**Attachment:** ICC 16.17.140

**Action Requested:** Resolution to the ongoing bond issue relating to landscaping at the Brentwood PRD.

**Follow up:** Commissioner Emerson will work with the parties involved and the Planning Department to bring forward a Legal Assistance Request regarding reducing the bond requirement.

**Add-On**

**Subject/Description:** Shoreline Master Program update

**Attachment:** none

**Discussion:** Review of the draft Goals & Policies component of the proposed SMP update.

**Follow up:** Continue review to the Board's November 26, 2012 meeting.

**WSU / Extension Services  
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, November 21, 2012, at 12:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Staff Present:** Tim Lawrence, Director

**Others Present:** Elaine Marlow, Budget Director

Record @ 02:56

**Subject/Description:** Services Agreement between Island County through its Marine Resources Committee and Linda Kast Meehan.

**Attachment:** yes

**Action Requested:** Services Agreement between Island County, through its Marine Resources Committee and Linda Kast Meehan, funded under WA State Department of Ecology Grant #1300025. This agreement will provide Communications Services for the MRC from December 1, 2012 through June 30, 2013; Amount: \$6,492.50.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 185  
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**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Agreement between Northwest Straits Marine Conservation Foundation and Island County.

**Attachment:** yes

**Action Requested:** Agreement with Northwest Straits Marine Conservation Foundation. This agreement will provide continued restoration support service for Cornet Bay for the period of April 1, 2011 to October 31, 2015 using Oak Harbor off-site mitigation funds; Amount: \$50,000.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Waiver of competitive solicitation under ICC 2.29.30(B)(12) on Agreement between Northwest Straits Marine Conservation Foundation and Island County

**Attachment:** yes

**Action Requested:** Waiver of Competitive Solicitation under ICC 2.29.30(B)(12) on Agreement with Northwest Straits Marine Conservation Foundation.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Rex Porters contract - Amendment to Agreement between Northwest Straits Foundation and Island County through its Marine Resources Committee under Department of Ecology Grant #G130025.

**Attachment:**

**Action Requested:** Amendment corrects the agreement expiration date from June 30, 2012 to June 30, 2013.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Monthly Financial Reports  
From Auditor & Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, November 21, 2012, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
**Staff:** Debbie Thompson  
Kelly Emerson, Member  
Angie Homola, Member

**Present:** AnaMaria Nunez

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:13:11

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Island County Treasurer**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 186  
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**Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, November 21, 2012, at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
**Staff:** Debbie Thompson  
Kelly Emerson, Member  
Angie Homola, Member

**Present:** Ana María d Nuñez, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record @03:20:42

**Subject/Description:** Supplement processing update

**Attachment:** none

**Discussion:** Ana María updated the Board on the current backlog of over 5,000 supplements that need to be processed. Commissioner Price Johnson suggested that Ana Maria contact other counties that use the same software program to see if they might have a part time employee that would be interested in contracting with Island County to help with the backlog of supplements.

**Health Department**

**Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, November 21, 2012, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
**Staff:** Debbie Thompson  
Kelly Emerson, Member  
Angie Homola, Member

**Staff Present:** Keith Higman, Director, Kerry Graves

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:40:37

**Administration**

**Subject/Description:** Request for Exception

**Attachment:** yes

**Action Requested:** Approval of a Request for Exception from the competitive solicitation procurement for medical consultation for the Tuberculosis Program; Dr. Christopher Spitters for the 2013 contract period.

**Follow up:** Okay with full Board to move forward to Monday's agenda.

**Environmental Health**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 187  
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**Subject/Description:** Department of Ecology – Groundwater Monitoring Network  
Expansion Contract No. G1300065

**Attachment:** yes

**Action Requested:** Approval of Contract with Department of Ecology for drilling and instrumentation for two dedicated monitoring wells on Camano Island to expand the monitoring network program; Contract Amount: \$30,000.00.

**Follow up:** Okay with full Board to move forward to Monday, December 17th, for BOH & BOCC signature.

**Subject/Description:** Department of Health – 2012-2014 Consolidated Contract

**Attachment:** yes

**Action Requested:** Approval of Statement of Work; Island County Pollution Identification and Correction Program; Project purpose is to locate, identify, and remediate sources of fecal coliform pollution in the three target areas of Holmes Harbor, Southwest Whidbey, and Triangle Cove; Period of Performance: November 15, 2012 through December 31, 2014; Project Amount: \$460,000.00.

**Follow up:** Okay with full Board to move forward to Monday, December 17<sup>th</sup>, for BOH & BOCC signature.

**Community & Family Health**

**Subject/Description:** Immunization Fee Schedule

**Attachment:** none

**Discussion:** Keith noted that immunizations are being subsidized by current expense and requested confirmation from the Board that they want to continue with the current fee schedule for 2013.

**Follow up:** The full Board agreed to continue the with the current fee schedule for 2013 without any increases.

**Juvenile & Family Court Services  
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, November 21, 2012, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Helen Price Johnson, Chair Kelly Emerson, Member Angie Homola, Member</b>	<b>Staff: Debbie Thompson</b>
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**Staff Present:** Brooke Powell, Court Administrator

**Others Present:** Elaine Marlow, Budget Director

Record @ 04:06:40

**Subject/Description:** Contract Agreement between Island County Adult Drug Court & Northwest Work Source; Amendment #3

**Attachment:** yes



**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 188  
NOVEMBER 21, 2012 – WORK SESSIONS**

**Action Requested:** Approval of Amendment #3 to contract with Northwest Services Council to provide Adult Drug Court participants with direct employment assistance through the Oak Harbor Workforce office; Amount: \$7,063.24.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** **Contract Amendment between Island County Juvenile and Sara Andrews, Amendment #1**

**Attachment:** yes

**Action Requested:** Approval of Agreement for Professional Services with Sara Andrews to provide services as a Guardian ad Litem for custody needs for persons referred by Juvenile Court; Amount: \$4,000.00.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Commissioners Agenda**  
**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, November 21, 2012 at 2:10 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners:**    **Helen Price Johnson, Chair**  
                                      **Kelly Emerson, Member**  
                                      **Angie Homola, Member**

**Staff:** **Debbie Thompson**

**Others Present:** **Elaine Marlow, Budget Director**

Record @04:13:22

**Subject/Description:**    **Consider applicants for vacancies on Ebey's Landing National Historical Reserve Trust Board (cont. from 10/17/12)**

**Attachments:** yes

**Action Requested:** Consider applicants for vacancies on Ebey's Landing National Historical Reserve Trust Board.

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

**Subject/Description:**    **Consider appointments/reappointments to the Historic Preservation Commission**

**Attachments:** yes

**Action Requested:** Consider applicants for vacancies on the Historic Preservation Commission.

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

**Subject/Description:**    **Consider appointments/reappointments to the Island County Housing Authority Board**

**Attachments:** yes

**Action Requested:** Consider applicants for vacancy on the Island County Housing Authority Board.

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

**Subject/Description:**    **Camano Annex Feasibility Study**

**Attachments:** yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 189  
NOVEMBER 21, 2012 – WORK SESSIONS**

**Action Requested:** Commissioner Emerson requested support from the Board to develop a feasibility study for the Camano campus as a whole.

**Follow up:** Commissioner Emerson will work with Bill Oakes to develop an action plan for the Camano campus using 2013 REET funds (not to exceed \$5,000.00.)

**Subject/Description:** Ordinance amending Island County Code Chapter 9.06, discharge of Firearms prohibited, by establishing procedures for designation of additional no shooting areas through a petition method

**Attachments:** yes

**Discussion:** Commissioner Homola provided background and reviewed the draft ordinance. Commissioner Price Johnson and Commissioner Emerson will provide their proposed changes to the draft ordinance at the Monday, November 26, 2012 meeting.

**Follow up:** Continue discussion to the Board's Monday, November 26, 2012 meeting.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Kelly Emerson, Member

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Angie Homola, Member

ATTEST:

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Elaine Marlow, Clerk of the Board